

London Pathway College

Admission Policy

Academic Year: 2025/2026

LPC Admissions Policy

1. Introduction

This document sets out the UoP London Pathway College's policy for admission and entry to the college's undergraduate and taught postgraduate pathway programmes.

2. Scope

This policy applies to all students who are sponsored (or who wish to be sponsored) at the UoP London Pathway College under the University of Portsmouth Student sponsor license.

For the purposes of this policy, these students are referred to as 'international applicants' and 'international students'.

This policy encompasses the College's activities and responsibilities from first contact with an international applicant until:

- sponsorship is withdrawn from the student by the University;
- the student leaves the UK, or,
- the student is given permission to stay in the UK with a different sponsor or in another immigration category.

The policy is aligned to the UoP Admission Policy¹ and the student sponsorship guidelines as outlined by the Home office UKVI².

This policy will be reviewed and revised annually. This policy will be superseded by any legislative changes, or changes to Home Office or UKVI requirements³.

International students are responsible for ensuring that they act in accordance with their duties as international students.

3. Marketing, recruitment and admissions

The College is committed to providing a high-quality experience for international applicants and students from their first contact with the College until they graduate.

The Competition and Marketing Authority (CMA) publishes guidance to UK higher education institutions to help them understand their responsibilities under the Consumer Rights Act 2015⁴.

This applies to the relationship between the higher education provider and prospective and current students. The guidance says that:

- Information provided to prospective and current students should be up front, clear, timely, accurate and comprehensive
- Terms and conditions for students should be fair
- Complaint handling processes and practices should be accessible, clear and fair.

¹ [Admissions Policy 2024](#)

² [Student visa : Overview - GOV.UK \(www.gov.uk\)](#)

³ [Student sponsor guidance - GOV.UK \(www.gov.uk\)](#)

⁴ [Consumer Rights Act 2015 \(legislation.gov.uk\)](#)

This policy abides by the CMA guidance on consumer law in the context of UK higher education.

The College will apply this policy and procedure fairly and equitably while meeting our obligations for the maintenance of the College's academic standards. As such the Admissions and Recruitment team will:

- Provide information, advice, and support to applicants, assess applications and make offers in liaison with and on behalf of UoPL for progression purposes;
- Liaise with the University of Portsmouth as the sponsor licence holder to ensure the discharge of its specific reporting duties for international students are adhered to;
- Maintain records up to and including enrolment for all international students as required by UKVI Sponsor guidance;
- Assist applicants for the entire applicant journey, including initial inquiry, pre-arrival, induction, post enrolment and progression to the University;
- Ensure international students are aware of their responsibilities during their study sponsored by the University of Portsmouth;
- Ensure international students are aware of the conditions of their visa and the penalties for failing to comply with and/or breaching the immigration regulations;
- Contact international students whose visas and passports are due to expire within the next three months to make arrangements to obtain new leave, leave the UK or make a new application in another immigration category.

In advising international students, the College will seek to act in accordance with the UK Council for International Student Affairs⁵ (UKCISA) and Association for International Student Advisers⁶ (AISA) Code of Ethics.

The College will comply with all aspects of UK immigration rules and sponsor guidance, and support immigration control, taking steps to ensure that every student enrolled with the College has permission to study in the UK throughout the whole period of their study and can meet the financial and other requirements.

Entry requirements for international students, including for English language proficiency, are published on the College's [website](#).

The College is committed to giving full and fair consideration to all qualifications from outside the UK and will assess these on a case-by-case basis. The College uses UK ENIC which provides information and advice on vocational, academic and professional skills and qualifications from all over the world.

4. Admission

The admission of individual applicants is at the discretion of the College with entry levels and other requirements agreed in collaboration with the University of Portsmouth.

In exercising this discretion, the College will abide by the following principles set out below.

- There should be a reasonable expectation that any person admitted to a course of study has the potential to achieve progression to the final award including all the levels to achieve the final award.

⁵ [UKCISA - international student advice and guidance - Studying in the UK?](#)

⁶ [AISA – Association for International Student Advisers](#)

- Where applicants do not directly meet normal stated entry criteria or where there are regulatory, immigratory or other requirements to consider, the College reserves the right to review such applications as 'Non-standard' as outlined within this policy.
- When considering each individual applicant for admission to a course, in addition to the entry criteria, evidence of the applicant's personal, professional and educational experiences may be requested to demonstrate their ability to progress through their study journey to final award.

The College will endeavour to ensure that no applicant is discriminated on the grounds of race, colour, nationality, ethnic or national origin, marital status, disability, age, gender, sexuality, political or religious beliefs. To this end, the College, in association with the University of Portsmouth, ensures that admission criteria and procedures are valid, fair and transparent, applied consistently for each course and do not unjustly disadvantage any applicants. The College works in accordance with The Equality Act, 2010⁷.

The College reserves the right to consider in greater detail, applications from persons who have a criminal record in either the UK, in their country of origin or elsewhere.

As well as satisfying our published entry requirements, we also require international applicants to prove they have progressed successfully from previous studies and undertake an admissions interview, during which we will ask them about the programme they intend to study, their reasons for choosing the College, their financial means, their plans after graduation and any relevant work experience.

During the application and admissions process we check international students' fees and visa status, and all offers are contingent on students proving this status at enrolment with original evidence.

5. Code of Ethics

All agents, representatives and staff associated with the College must adhere to the Code of Ethics as outlined by UKCISA when considering applicants for entry into the UK⁸.

The College ensures that the standards as set out in the UKCISA code of ethics is applied during the recruitment, selection and admission process.

6. Use of recruitment agents

The College recognises that some international applicants will wish to use agents to help them with the application process.

The College will only accept applications from or via agents that has had approval from the University of Portsmouth and will be recorded in the UKVI system.

Approved agents will be expected to:

- Work in line with the AQF⁹ as well as accept seven principles for ethical international student recruitment, known as the London Statement¹⁰;
- Always represent the College honestly and accurately;

⁷ [Equality Act 2010: guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/equality-act-2010-guidance)

⁸ [UKCISA - international student advice and guidance - Code of ethics](https://www.ukcisa.org.uk/international-student-advice-and-guidance/code-of-ethics)

⁹ <https://www.britishcouncil.org/education/agents-counsellors/uk-quality-agent-framework>

¹⁰ [Landmark 'International Code of Ethics' for education agents | British Council](https://www.britishcouncil.org/education/agents-counsellors/uk-quality-agent-framework)

- Add value to the application process;
- Advise and assist the students line with the guidance provided to them from the College;
- Prioritise the needs of the student and the College;
- Offer post enrolment support to the College and the student as when required.

The College will regularly review the performance of approved agents, include against UKVI's basic assessment criteria. An agent found to be acting illegally or unfairly will have their approval withdrawn.

The College's Admissions and Recruitment team will take all reasonable steps to ensure that approved agents are fully informed about all aspects of the College's provision. The College will provide activities to train and update its agents on their duties and responsibilities. The Admissions and Recruitment team will also take all reasonable steps to ensure that approved agents give accurate and up to date visa advice to international applicants where required.

If at any point agents become aware of any visa or policy changes, they shall be expected to contact the Pathway College Director to confirm and implement the changes.

7. Non-standard applications

Certain applications may be considered as 'Non-standard' for several reasons which may be associated with not meeting the published entry criteria, regulatory compliance, equality and diversity, and others.

Any applications deemed non-standard are referred to the College Academic Board (CAB) for consideration and in some circumstances may be referral onto the University of Portsmouth before either the issuance of any offer or the applicant being declined an offer.

Applications considered as 'Non-standard' could be included under one of the following categories:

- Academic entry (those falling below entry requirements and those requiring consideration of Accredited Prior Learning or Admission with Exemption)
- Regulatory (Immigration)
- Equality and diversity (disability or additional learning needs) for assessment of reasonable adjustments and capacity to complete the course
- Criminal record and persons at risk

8. Entry

If an applicant does not meet the published entry criteria or falls within an agreed threshold but does demonstrate the ability, aptitude and has the requisite experience that can be formally assessed as appropriate for entry to the course, they are eligible for referral to the College Academic Board who will consider their suitability for admission.

These applicants are not guaranteed an offer of admission and may require further referral to the University of Portsmouth for a decision.

Applicants whose prior qualifications and learning experience are accepted as fulfilling some of the requirements for the course may be eligible for exemption through the Recognition of Prior Learning (RPL) either through experience or by qualification.

RPL is a recognised route of entry to the College and is formally referred to the CAB as a 'Non-standard' application.

9. Recognition of Prior Learning¹¹

RPL can come from previous study, employment, voluntary work and training courses, including courses and qualifications that student didn't complete.

The College will consider an applicants' prior learning and experience and for determining the amount of credit that an applicant might be permitted and in line with the OfS Regulatory Framework guidelines¹² and the University of Portsmouth process in this regard.

The following general guidelines will also be considered when making decisions about RPL:

- That an applicant has fulfilled some of the assessment requirements of the designated pathway course by means other than attendance on that course;
- That by completing the remaining requirements of the designated pathway, the applicant will be able to fulfil the objectives of the pathway programme(s) and attain the prescribed standard for successful completion and onward progression to the University of Portsmouth ;
- That there are no constraints placed by external bodies.

10. Regulatory (Immigration)

Applicants who require a Student Visa¹³ to study in the UK must meet all of the Home Office requirements to be able to make a valid visa application before the College and University of Portsmouth will make an unconditional offer and issue a CAS. Applicants will be asked to supply relevant documents as evidence such as passports, qualifications and any visas that relate to the UKVI requirements¹⁴. Applicants may also be asked to provide information about their past immigration history and previous study in the UK (if applicable).

A CAS will not be issued to applicants until all the conditions of a pending offer have been met, and both the College and University of Portsmouth reserve the right to withhold the issuing of a CAS to any applicant who we have any reason to believe will not be in a position to make a successful Student Visa application.

Instances where this may be applicable include, but are not restricted to, the following examples:

- There is insufficient time to make a Student Visa application prior to the latest start date for the course.
- The applicant does not have, or is unable to provide evidence that they have, sufficient funds to be able to make a successful Student Visa application.
- The applicant is currently residing in the UK as an 'overstayer' (remaining in the UK beyond the expiry date of their visa).
- It is discovered that the applicant has either withheld or provided false information in their original application in relation to their previous immigration history.

¹¹ [Recognition of Prior Learning \(RPL\) | University of Portsmouth](#)

¹² [Securing student success: Regulatory framework for higher education in England \(officeforstudents.org.uk\)](#)

¹³ [Student visa : Overview - GOV.UK \(www.gov.uk\)](#)

¹⁴ [Student visa : Documents you'll need to apply - GOV.UK \(www.gov.uk\)](#)

English Language Level

Applicants who do not have English as their first language are required to hold a recognised qualification with the required minimum score for their chosen course.

If the applicant is unable to demonstrate the requisite level of English language, the applicant may be offered a pre-sessional English (PSE) programme as part of their offer for study.

Further guidance and information on applicable English entry requirements can be found on the College's [website](#) and the UKVI¹⁵.

Previous study in the UK – Academic Progression

There are specific requirements and exemptions with respect to academic progression and these can be found in the Home Office Guidance¹⁶.

For those applicants that have previously studied in the UK under either the Student Route, Tier 4 (General) or as a student, must typically show academic progression for their next previous course to the next.

Applicants do not need to show academic progression if:

- This will be the applicant's first Student application to study in the UK;
- The applicant will be making a Student application overseas;
- You are assigning a CAS for a student to make a first application to complete an existing course which commenced at another Student Sponsor where that institute had their licence revoked;
- A CAS is required for a student to re-sit an examination or repeat a module.

The time spent previously studying in the UK, and the courses previously studied, may be assessed to establish an applicant's study intentions.

Previous study in the UK – Study time

The time a student can spend studying at degree level is limited to five years except if enrolled on certain exempted courses. There is no study time limit for students studying at Master's level or above.

Previous study in the UK – Right to study

Sponsorship is based on two basic principles and one of those is that "...those applying to come to the UK to study [applicants] are eligible to do so...". It is a requirement therefore, before assigning a CAS to a prospective student (or issuing an unconditional offer), the Sponsor have assessed that the applicant is eligible for such. This is most applicable, but not exclusive, to applicants that are already in the UK.

Previous applications to study in the UK

If an applicant has made a previous application to study or enter the UK, this must be declared on the application form.

¹⁵ [Student visa : Knowledge of English - GOV.UK \(www.gov.uk\)](#)

¹⁶ [Student visa : Your course - GOV.UK \(www.gov.uk\)](#)

11. Equality and diversity (disability or additional learning needs)

The College is committed to developing educational opportunities, which can be accessed by all qualified applicants and, as such, the admission process is open to all persons with a disability or learning needs.

The College strongly encourages applicants to disclose their disabilities as early as possible in order to ensure that any necessary support arrangements can be considered and where appropriate made prior to an applicant's arrival at the College, and in all instances no later than on acceptance to their course.

The College will consider all applications in accordance with The Equality Act, 2010 and all associated guidance. In accordance with this, the College may reject an application on the grounds of disability where:

- Necessary adjustments would not be reasonable either to the physical or staffing resource base of the College.
- The College cannot guarantee the health and safety of the applicant for the times that they are not in timetabled sessions at the College.

12. Under 18 - Minors

Those persons considered minors, will be less than eighteen (18) years of age at the time of enrolment.

Such applicants will be considered on their individual merit and their potential to benefit from their chosen pathway.

The College recognises that students should normally be eighteen (18) years old at the time of progression to the stage of study taken in full at the University of Portsmouth. The University may also set a higher minimum age limit for certain pathway progression points if required by a professional or statutory body and where this is active may, in turn, determine age limits to College entry points.

There are several operational requirements that are linked to the enrolment and admission of a student who is under the age of eighteen and as such link to their admission:

- The relevant sections of the Acceptance of Offer are required to be completed;
- Confirmation of their accommodation and travel arrangements need to be received prior to arriving in the UK (a regulatory requirement);
- Parents/legal guardians must provide a written letter of consent with their son's/daughter's/ward's Student route visa application;

For further information please refer to the LPC Admission of Under 18's policy.

13. Criminal Offences

Prior to any offer being issued, applicants are required to declare any relevant criminal convictions that are unspent in accordance with The Rehabilitation of Offenders Act 1974¹⁷.

The College considers relevant convictions to include:

¹⁷ [Rehabilitation of Offenders Act 1974 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1974/30/section/1)

- Offences involving any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm.
- Sexual offences, including those listed in the Sexual Offences Act 2003.
- The possession and/or the creation or distribution of indecent images of a child.
- The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking (drug offences only involving possession are not relevant offences).
- Offences involving firearms.
- Offences involving arson.
- Offences involving terrorism.

If you were convicted outside the United Kingdom for an offence listed above, this is also considered a relevant offence.

If an applicant discloses a relevant unspent conviction, the Admissions team will refer the case to the Pathway College Director and/or University of Portsmouth for assessment in line with applicable University of Portsmouth procedures.

Where a decision to not issue an Offer of Admission is made, this will be communicated clearly to the applicant.

Should a student commit an offence whilst registered on a course, this must be declared to the College at the earliest opportunity. Failure to do so may result in the withdrawal of that student's registration at the College and University of Portsmouth.

14. Entry Requirements

The College seeks to admit applicants, who are suitably qualified for its programmes and who it believes have the potential to succeed. This commitment is underpinned by factors that may indicate the likely success of a student including:

- Achieved and pending academic qualifications
- The academic context in which qualifications have been achieved
- An applicant's stated interest, commitment and motivation for study
- Where relevant, work or other non-academic experience
- Academic and/or professional references
- Where required, an applicant's performance at interview
- Where required, an applicant's portfolio or sample of written work
- Where required, an applicant's research proposal

Additional assessment of professional capability may apply to the professional courses.

Other qualifications or experience that demonstrates a candidate possesses appropriate knowledge and skills may be acceptable after consultation with the College and/or University.

Academic and English entry requirements for courses are determined jointly between the College and University and are published on the College's [website](#).

If entry requirements change, the College will update the published entry requirements as quickly as possible.

The College reserves the right to ask applicants to provide additional evidence of qualification or intention to study in order to determine an applicant's eligibility to study.

15. Offers

The College (and the University) reserves the right to determine the eligibility of any applicant for a course and issuance of an Offer of Admission.

An offer of a place (conditional or unconditional) on a pathway programme, imposes an obligation on the College to admit an applicant and neither should be withdrawn without their consent, except where:

- The applicant fails to meet the conditions of the Offer of Admission.
- The intake to the stage of study, pathway or course is cancelled in line with the College's Terms and Conditions.
- The applicant fails to provide any requested supporting documentation by the specified date.
- The applicant or a representative of the applicant, is found to have made a false statement on the Application Form and/or the Acceptance of Offer Form or any other admission associated form, correspondence, documentation, interview or statement, deliberately or inadvertently, or has otherwise sought to mislead the College.
- The applicant or a representative of the applicant, has withheld pertinent information or only provided basic information, such as failure of attainment or poor attainment in a previous course of study or qualification.
- The applicant or a representative of the applicant has failed to declare at a relevant unspent conviction.
- There can be no reasonable adjustment made by the College or University of Portsmouth with regard to learning provision or pastoral care.
- The applicant is unable to present at enrolment as per the stated intake date on the Offer of Admission.
- The applicant has failed to complete the Acceptance of Offer Form and return by the specified deadline.
- The applicant has demonstrated an inability to make proper payment of the requisite course fee deposit, and where appropriate accommodation final payments prior to issue of a Provisional/CAS Statement.
- The applicant has failed to demonstrate adequate maintenance funds on request by the College and prior to issue of a Provisional/CAS Statement.
- The applicant has failed to provide evidence of insurance for the first year of their studies in the UK.
- The College or University of Portsmouth believes that allowing the student to hold their offer or to receive a CAS would contravene any applicable regulatory or legislative requirement.
- An incorrect offer has been made and needs to be withdrawn.

16. Responsibility of applicants

To operate the admission process in a fair, effective manner, we place certain obligations upon the applicant, namely:

- To provide complete, timely, accurate and truthful information as required
- To participate in any required assessment activity
- To update us as soon as possible if personal details or study intentions change
- When offered a place, to complete the enrolment process or decline the offer within the required timescale
- To provide any additional information required in a complete and accurate form prior to enrolment, including that relating to student migration, eligibility to pay

tuition

fees, verification of identity & entry qualifications, declared disabilities or medical conditions

- To pay tuition and other fees to the value and schedule required by the College.

17. When we need to make changes to our programmes

Change of Programme Offer

If we are unable to offer a place on the programme and/or entry date applied for because, for example, the student does not meet the entry requirements or the programme is full, we may offer an alternative programme or start date instead. Our Admission team will contact the applicant to discuss the alternative before the offer is processed. Where this is not possible, the alternative offer will be made in writing before the offer is processed.

Changes to published programme material, or pre-contract information, during the admissions cycle

The College takes all steps to avoid changes to a programme after it has opened for applications for a given entry date and in particular within a month of intended start date. However, we reserve the right to change programme dates, cancel programmes and units, change tutors and locations for reasons such as non-availability of venues, insufficient student numbers or staff sickness and absence.

Where an applicant already holds an offer for the programme and date concerned but has not yet enrolled, we do our best to ensure that the applicant's study intentions can be met. In this case our Admission team will discuss the available options directly with the applicant and offer one or more of the following options as circumstances allow:

- Entry to the original programme/semester as planned
- Deferring our offer by one or more intakes
- Transferring our offer to an alternate for the original entry intake

Where all of the above options at the College have been exhausted, cancelling our offer.

Appeals against the outcome of an application to study at UOPL Pathway College

The College will consider appeals which are:

- Against our final decision on an application
- Made by the applicant in writing
- Received by the College within twenty working days of the date on which the College first informed the applicant of the final outcome of their application

Appeals may be made on the following grounds:

- **Procedural irregularity** - where an applicant believes that the College has not followed the procedures stated within this policy and that there is reasonable doubt as to whether the outcome might have been different had the error not occurred.
- **New material information** - where an applicant can provide new information to support their application which was not available at the point when the application decision was made.
- **Extenuating circumstances** - which had not been known at the time when the decision was made.

Appeals are considered on the understanding that, should the appeal be upheld, any offer of a place will be either for the entry date originally applied for or the next entry date with availability, at our discretion.

Appeals should be made in writing to the Admissions team, who will acknowledge the appeal within five working days, investigate and make a decision, responding to the appellant within twenty working days of receipt of the written appeal. The appellant (who may be accompanied) and any member of staff associated with the decision on the application may be asked to attend an appeal hearing meeting. If the matter cannot be resolved at this point, the appellant has the option to then refer the appeal to the Pathway College Director, in writing within ten working days of the decision date.

Within ten working days of referral, the Pathway College Director will respond with their decision, which is final. There is no appeals procedure in cases where the applicant has unspent criminal convictions or cautions at the point of application.

18. Complaints

Complaints must be made in writing according to the College's Complaints Procedure.

The UK Office of the Independent Adjudicator does not investigate complaints relating to admissions.

19. Implementation, dissemination, monitoring and review

The College and University of Portsmouth make all reasonable efforts to deliver the programmes of study and other services and facilities described in its information for students. However, the University may in some circumstances be required to make:

- a change of award or programme title;
- a change to the availability of or discontinuance of a core module; or
- a change to the overall type of assessment for the Programme, for example by exams, coursework or practical assessment (or combination of these).
- a change to the mode of delivery of the course, or part of the course.